








































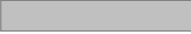









ID		Task Name	Duration	Start	Finish				
						T	W	T	F
1		Project Management Activities Template - Add durations, dates, resources and dependencies. Then add the actual project work activities in the last section.	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
2		Plan the Project	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
3		Define the work	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
4		Gather preliminary baseline material	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
5		Gather input from customer and stakeholders	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
6		Create draft of Project Definition	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
7		Create project overview	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
8		Define objectives and scope	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
9		Estimate effort, cost and duration	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
10		Define risks and assumptions	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
11		Lay out project approach	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
12		Define project organization	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
13		Create executive summary	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
14		Circulate Project Definition draft to manager and team members	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
15		Update Project Definition based on preliminary feedback	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
16		Create Project Management Procedures	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
17		Define Issues Management Procedure	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
18		Define Scope Change Management Procedure	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
19		Define Communication Management Procedure (possibly a full Communications Plan)	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
20		Define Risk Management Procedure	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
21		Define Document Management Procedures (if appropriate)	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
22		Define Quality Management Plan and Procedures	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
23		Define Metrics Gathering Procedures (and Project Scorecard)	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
24		Circulate Project Definition and Project Management Procedures to Sponsor and Stakehold	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
25		Make final updates to Project Definition and Project Management Procedures	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
26		Send Project Definition and Project Management Procedures to Sponsor and the appropriat	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
27		Build the Project Workplan	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
28		Review Project Definition draft and other baseline deliverables that already exist	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			
29		Create work breakdown structure for building the deliverables	0 days	Wed 09/26/01	Wed 09/26/01	 09/26			








Project: Project Management Workpla Date: Tue 05/29/07	Task		Milestone		External Tasks	
	Split		Summary		External Milestone	
	Progress		Project Summary		Deadline	

ID		Task Name	Duration	Start	Finish				
						T	W	T	F
30		Estimate the work required based on the work breakdown structure	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
31		Create a network diagram that shows the sequencing and dependencies among activities	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
32		Estimate the duration of the project based on available and planned resources	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
33		Assign resources to the workplan (known and placeholders)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
34		Perform initial project scheduling and smoothing of resources	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
35		Estimate the cost of the project	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
36		Review the plan and get input from the team regarding whether it is reasonable	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
37		Add milestones, where appropriate	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
38		Circulate the workplan draft summary to stakeholders to validate effort, cost and duration	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
39		Check the workplan for consistency with the Project Definition estimated effort, cost and du	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
40		Finalize project workplan	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
41		Manage the Project	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
42		Update the project workplan (repeats every week)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
43		Mark the activities that are completed	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
44		See what work is behind schedule and see if a plan should be created to get back on track.	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
45		Recalculate the schedule to see if the project will meet its deadlines	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
46		Recalculate the critical path to maintain focus	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
47		Manage issues (repeats every week)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
48		Review status of outstanding issues	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
49		Update Issues Log with current status	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
50		Resolve specific issues that arise during the week	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
51		Update Project Definition, if necessary, based on solving an issue	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
52		Manage scope change (repeats every week)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
53		Review status of outstanding scope change requests	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
54		Update Scope Change Log with current status	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
55		Resolve specific scope change requests that arise during the week.	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
56		Update Project Definition, if necessary, based on an approved scope change request	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
57		Manage communication (ongoing)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
58		Build Communication Plan (May have been done as part of Project Management Procedure	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
59		Receive Status Reports from team members (weekly or bi-weekly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
60		Create Status Report for Sponsor and the stakeholders (monthly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
61		Attend Status Meeting with team members (weekly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		

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62		Attend Status Meeting with customer and stakeholders (weekly or bi-weekly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
63		Execute Communication Plan (activities added to workplan, as needed)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
64		Manage Risk	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
65		Review status of Risk Management Plans for previously identified risks (bi-weekly or month	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
66		Evaluate the project for new risks (at the end of each milestone, or monthly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
67		Manage Documents	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
68		Design and build document repository (at the beginning of the project)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
69		Create document standards (at the beginning of the project)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
70		Evaluate document management processes and update as necessary (monthly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
71		Manage Documents (add activities as needed based on your Document Management Proci	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
72		Manage Quality	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
73		Manage deliverable building process for quality (ongoing, add project related activities below	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
74		Evaluate metrics for process improvement opportunities (on same schedule as metrics collection	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
75		Manage Metrics	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
76		Define appropriate metrics for the project (May already be done from Project Scorecard at b	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
77		Capture metrics (see Project Scorecard for frequency and add activities as appropriate)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
78		Report metrics (monthly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
79		Evaluate and revise metrics for continued value and relevance (monthly)	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
80		Project Related Activities - The rest of your activities	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
81		Analysis Phase - add activities ...	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
82		Design Phase - add activities	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
83		Construct Phase (includes testing) - add activities	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		
84		Implementation Phase - add activities	0 days	Wed 09/26/01	Wed 09/26/01	◆	09/26		

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